

# **New Base Visitor Procedures & RAPID Gates**

- Begins November 1, 2011
- All visitors will be properly vetted or personally escorted by a DLA government employee
- Wait times will significantly increase at the pass/ID office
- Who is a Visitor?
  - Anyone (including vendors/contractors) attempting to access the base who does not possess one of the following approved access cards:
    - United States Government issued CAC
    - Transportation Workers Identification Card (TWIC)
    - Military retiree card
    - Military dependent card
    - RAPID Gates access card

# New Base Visitor Procedures & RAPID Gates

- Unescorted Visitors

- Assigned parking space is no longer criteria for unescorted access
- Require 5 days or more notice AND must provide; First and Last Name, SSN, date of birth
  - Will be pre-vetted and issued 1 day visitor/parking pass from the pass office
- If the visit request is submitted less than 5 days, visitor must provide PII to pass>ID personnel upon arrival
  - Will be vetted onsite and issued 1 day visitor/parking pass from the pass office
  - Onsite vetting can take up to 30 minutes \*per person

\*wait time estimated & subject to the number of people already in line

# New Base Visitor Procedures & RAPID Gates

- Escorted Visitors
  - Any DLA government employee may escort a visitor at any time; no sign in at the pass office required
    - Escort must pick up visitor at the visitor lot
    - May walk on visitor
    - May pick up in Government Vehicle
    - May pick up in personal vehicle w/DoD decals
    - May not get into visitor's vehicle to "escort" them on; visitor's vehicle must remain in visitor lot
  - DLA contractors are not allowed to serve as

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- DLA Visitor Request Procedures will remain the same
  - Submit all visitor request to the DLA Security Services office via email (Cristine Lydon & Don Hutter) and include the following:
    - Date(s)
    - Time
    - Name(s)
    - DOB\* (only if you would like them to enter unescorted & the request is submitted 5+ days prior)
    - SSN\* (only if you would like them to enter unescorted & the request is submitted 5+ days prior)
    - Reason for visit
    - Building
    - POC Name & extension (must be DLA employee)
    - Assigned parking space (if applicable)

\*any information with PII must be encrypted

# New Base Visitor Procedures & RAPID Gates

- RAPID Gates
  - Is an alternative (fee based) program for contractors (without CACs) and vendors who require access to the base
  - Provides quicker unescorted access to the base
  - Commercial Vehicle exempt from mandatory inspection
  - Participation in the program is voluntary
  - If the company does not choose to enroll in the program; all drivers are subject to the previously described visitor procedures each time they access the base including mandatory vehicle inspection